Appointment of Temporary Agent Form Department of Social Protection

an post
For your world

TO BE USED WHEN THE DSP CLAIMANT IS PAID BY SOCIAL SERVICES SWIPE CARD AND IS UNABLE TO ATTEND AT THE POST OFFICE.

Important - A temporary agent should only be appointed to collect five payments in a period of six months. Where five payments have been collected by a temporary agent in any six month period there is a requirement for a permanent agent to be appointed. Application for appointment of a permanent agent should be made by the claimant on AGENT Form (available from your local Post Office, Social Welfare Office or Citizens Information Centre or on www.welfare.ie) and submitted to the relevant scheme area in the Department of Social Protection.
Note: A Temporary Agent Form must be completed for every collection.

I appoint _____ **to collect the amount currently due on my Social Services Card / Public Services Card on my behalf. Date** _____

Signature of Claimant _____

PPS. No of Claimant _____ **Scheme** _____

Important Information

Agents are responsible for ensuring that any changes in the customer's circumstances, including deterioration in their capacity to make informed decisions regarding their financial affairs, are reported without delay to the Department of Social Protection.

The Department of Social Protection or An Post may cancel a temporary agency arrangement at any time where it has reason to believe that the arrangement is not working satisfactorily or that the payment is not being used for the benefit of the customer. If this occurs the agent must, where appropriate return the payment on request.

THE FOLLOWING CERTIFICATE IS TO BE SIGNED AT THE POST OFFICE IN THE PRESENCE OF THE PAYING OFFICER BY THE PERSON AUTHORISED TO COLLECT THE PAYMENT. The Agent must attend at the Post Office with the cardholders' payment card and their own Photo ID.

I CERTIFY that the cardholder is alive and he/she is unable to attend the post office. The cardholder has authorised me to collect the payment and I acknowledge the receipt of the sum. I undertake to give this sum to the person entitled to the payment without a deduction of any kind and understand that it is an offence to fail to comply with the obligations of an agent.

Signature of Agent _____ **Date** _____

Address _____

Foirm i gcóir Gníomhaire Sealadach a Cheapadh Scéimeanna na Roinne Coimirce Sóisialaí

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LE N-ÚSÁID NUAIR A ÍOCTAR ÉILITHEOIR NA ROINNE COIMIRCE SÓISIALAÍ LE SVAIDHPCHÁRTA ACH NACH FÉIDIR LEIS/LÉI TEACHT GO DTÍ AN OIFIG POIST.

Tábhachtach - Níor cheart do ghníomhaire sealadach os cionn cúig íocaíocht a bhailiú i dtréimhse sé mhí. I gcás go bhfuil cúig íocaíocht bailithe ag gníomhaire sealadach in aon tréimhse sé mhí is gá gníomhaire buan a cheapadh ansin. Is gá don éilitheoir gníomhaire buan a cheapadh ar Fhoirm GHNÍOMHAIRE (atá ar fail ó d'oifig phoist áitiúil, ó d'oifig Leasa Shóisialaigh, nó in Ionad Eolais do Shaoránaigh, nó ar www.welfare.ie) agus sin a thabhairt don Roinn Coimirce Sóisialaí don scéim ábhartha, ins an gceantar cuí. Nóta: Is gá Foirm i gcóir Gníomhaire Sealadach a chomhlánú le haghaidh gach bailiúcháin.

Ceapaim _____ **leis an méid reatha iníoctha ar mo Chárta Seirbhísí Sóisialta / Chárta Seirbhísí Poiblí a bhailiú ar mo shon. Dáta** _____

Síniú an éilitheora _____

UIMHIR PHEARSANTA SEIRBHÍSÍ POIBLÍ (PPSN) an Éilitheora _____ **Scéim** _____

Eolas Tábhachtach

Tá gníomhairí freagrach as a chinntiú go dtuairiscítear gan mhoill don Roinn Coimirce Sóisialaí i gcás go n-athraíonn cúinsí an chustaiméara. Cuimsíonn seo aon lagú ar a c(h)umas le cinntí eolacha a dhéanamh maidir lena c(h)úrsaí airgeadais.

Is féidir leis an Roinn Coimirce Sóisialaí nó leis An Post socrú do ghníomhaireacht shealadach a chur ar ceal aon uair i gcás go bhfuil bunús le creidiúint nach bhfuil an socrú ag obair go sásúil nó nach bhfuil an íocaíocht á húsáid chun tairbhe an chustaiméara. I gás go dtarlaíonn seo is gá don ghníomhaire, de réir mar is cuí, an íocaíocht a thabhairt ar ais má iarrtar sin.

IS GÁ DON DUINE ATÁ ÚDARAITHE CHUN AN ÍOCAÍOCHT A BHAILIÚ AN TEASTAS SEO A SHÍNIÚ AG AN OIFIG POIST I LÁTHAIR AN OIFIGIGH ÍOCAÍOCHTA. Is gá don Ghníomhaire teacht i láthair san Oig Poist le cárta íocaíochta an tsealbhóra cárta chomh maith lena cháipéis aitheantais fótagrafach féin.

DEIMHNÍM go bhfuil an sealbhóir cárta beo agus nach bhfuil sé/sí in ann teacht go dtí oifig an phoist. Tá an sealbhóir cárta tar éis mé a údarú leis an íocaíocht a bhailiú agus admhaím go bhfuil an tsuim faighte agam. Geallaim an tsuim seo a thabhairt don té atá i dteideal na híocaíochta gan aon asbhaint a dhéanamh. Tuigim freisin gur cion é gan cloí leis na hoibleagáidí atá ar ghníomhaire.

Síniú an Ghníomhaire _____ **Dáta** _____

Seoladh _____